

## **BUSINESS LICENSE PROCEDURE**



### **Belmont Permit Center APPLICANT'S GUIDE**

The City of Belmont is committed to make things easier for people operating businesses, including home occupations. A business license is required by anyone conducting business in the City of Belmont, whether or not the occupation is temporary or permanent, home-based, resident, or non-resident. Business licenses are issued yearly, commencing the date of issue and are non-transferable. A new application must be made if ownership or location of business changes. It is illegal to operate a business in a zoning district where it is not allowed or to conduct business without a Business License. Prior to opening your business it is vital that a zoning clearance, fire safety clearance, and payment of Business License Fees be received by the City of Belmont. Follow the steps below to obtain a Business License.

#### **Step 1. ZONING CLEARANCE WITH PERMIT CENTER STAFF**

Please visit the public counter in the City of Belmont Permit Center:

1070 Sixth Avenue (Twin Pines Center-City Hall Building)  
Belmont CA, 94002  
Suite 200  
8am-12pm and 1pm-5pm

Fill out the Business License Form and Permit Center staff will explain the process to you, go over permitted and conditional uses per your address and if permitted, give you a zoning clearance (if your business is Home-Based, complete the Home Occupation Affidavit and skip Step 2).

#### **Step 2. FIRE CLEARANCE WITH SOUTH COUNTY FIRE AUTHORITY**

If your business is not Home-Based, you must contact the South County Fire Authority (650) 802-4255 to request a Business License inspection and/or sign off. 8am-5pm

#### **Step 3. SUBMITTAL AND PAYMENT TO THE FINANCE DEPARTMENT**

When Permit Center Staff and the South County Fire Authority have cleared your application, visit the Finance Department at:

1241 Ralston Avenue (Twin Pines Center- Lodge Building)  
Belmont CA, 94002  
8am-5pm

Submit the completed Application with all applicable clearances and fees to Finance staff.

**Permit Center (650) 595-7416**

**Finance (650) 595-7436**

**South County Fire (650) 802-4255**

*January 2004*